



State of Arizona
Department of Education

Tom Horne

Superintendent of
Public Instruction

August 22, 2005

District Superintendents
ELL Coordinators
Charter Holders & Charter Schools

Re: FY 2005-2006 Structured English Immersion (SEI) Reimbursement

The State of Arizona has appropriated limited funding to reimburse teachers for the costs of professional development. This funding will assist all persons holding a valid elementary, secondary, principal, superintendent, supervisor, career and technical, and/or special education *Arizona State Teaching Certificate* to obtain the Provisional Structured English Immersion (SEI) endorsement by August 31, 2006. Funding will be allocated to school districts and charter schools (LEAs) **who will then be responsible for reimbursing their educators.**

To ensure fair and equitable allocation to each Local Educational Agency (LEA), a letter was sent in May of this year requesting certain data regarding the number of eligible individuals in each LEA. (Eligible individuals are defined as those who hold valid Arizona teaching certificates and are required to complete the full SEI endorsement in order to retain their teaching certificates.)

LEAs can reimburse eligible individuals working on their bilingual endorsement or individuals who have their bilingual (BLE) or English as a Second Language (ESL) endorsement *and* are choosing to acquire their provisional or full SEI endorsement.

NOTE: Individuals holding a full ESL or BLE Endorsement, by law, are not required to obtain the SEI Endorsement.

ONLINE APPLICATION PROCEDURES

1. LEAs should reflect the costs associated with SEI training for teachers under Support Services 2100, 2200, 2600-2900.
2. The costs for all other staff should be reported in Support Services/Admin. 2300, 2400, 2500.

3. Payments on behalf of an educator to a college or university should be reported as purchased professional services, line 6300, in the applicable category.
4. In order to receive reimbursement, LEAs will need to supply the total number of educators trained.

Attached please find a copy of the *SEI ENDORSEMENT TRAINING REIMBURSEMENT FORM* that LEAs must use to request reimbursement. The maximum reimbursement available is **\$115.00** per participant. The form will be available as a supplemental application and will need to be completed using the ADE Grants Management System <http://www.ade.az.gov/gme/>. Based on your LEA's data, reimbursement funds can not exceed your actual costs or the maximum allowable reimbursement of \$115.00 per educator.

NOTE: Individuals who receive training through the ADE-sponsored Arizona School Services through Educational Technology (ASSET) will receive certificates for that training from ASSET; these can then be used for their district's records. The district, in turn, MUST notify ADE of the numbers of educators who have received such training. However, there will be NO reimbursement for that training, since such training is free to the recipient.

If your district or charter school has previously used other funds to pay for this training, this reimbursement (maximum of \$115.00 per recipient) may be used to replenish or repay those funds in accordance with your district's normal accounting policies. If you have any questions or concerns about these funds please contact the Arizona Department of Education, English Acquisition Services unit at 602-542-0753.

Sincerely,

Irene Moreno
Deputy Associate Superintendent
English Acquisition Services

**ARIZONA DEPARTMENT OF EDUCATION
SEI REIMBURSEMENT TRAINING FORM**

TOTAL ACTUAL SEI TRAINING COSTS		
Total Costs of SEI Instruction	A	
Numbers of Staff Trained	B	
SEI TUITION REIMBURSEMENT		
Total Costs of Reimbursements Made	C	
Numbers of Staff Trained	D	
TOTAL SEI REIMBURSEMENT REQUEST (A+C)	E	
TOTAL STAFF TRAINED (B+D)	F	
Maximum Reimbursement Allowable = F * \$115.00	G	
Enter the smaller of E or F this is your reimbursement amount		